

**MONTHLY CIVIL CASE REPORTING FORM**  
**Reporting on Actions for Offenses and Quasi-Offenses**  
**(La. R.S. 13:4688 and Part G, Section 13, La. S. Ct. General Administrative Rules)**

**PLEASE COMPLETE, SIGN, AND RETURN ON OR BEFORE THE 10<sup>TH</sup>**  
**OF EACH MONTH EVEN IF NO SUITS ARE FILED OR COMPLETED**

Judicial Administrator, Supreme Court of Louisiana  
400 Royal Street, Suite 1190 New Orleans, LA 70130-8101  
ATTENTION: Debra Longino-Scott

**Make checks payable to: "LOUISIANA SUPREME COURT"**

PARISH: \_\_\_\_\_

The calendar month and year for which this remittance is made: \_\_\_\_\_

Number of civil damage suits filed during the month: \_\_\_\_\_

Number of Civil Case Reporting Cover sheets received during the month: \_\_\_\_\_

Number of suits in which a civil case cover sheet was not submitted: \_\_\_\_\_

(Attach a copy of the petition for each suit in which a cover sheet was not submitted so the Supreme Court can follow-up with the attorney of record or self-represented litigant in the case.)

Number of suits for which remittance is made (should be the same as the number of suits filed): \_\_\_\_\_

Check Number(s): \_\_\_\_\_ Amount of Payment: \_\_\_\_\_

Number of bench or jury civil trial judgments that became final during the month (attach a copy of each): \_\_\_\_\_

I, \_\_\_\_\_, do hereby submit, as required under LA. R.S. 13:4688 and Part G, Section 13, Louisiana Supreme Court General Administrative Rules:

1. All Civil Case Reporting Part A Cover Sheets submitted for each lawsuit filed in this court for damages arising from an offense or quasi-offense during the month; (La. R.S. 13:4688 and Rule G, Section 13, (a));
2. A copy of the petition for all suits arising from an offense or quasi-offense filed in this court during the month in which a Civil Case Reporting Cover sheet was **not** submitted;
3. The \$5.00 processing fee, taxed as costs of court, for each suit filed in this court during the month for damages arising from an offense or quasi-offense;
4. Copies of all judgments that became final during the prior month, in each action for damages for offenses or quasi-offenses in which a bench or jury trial was commenced; (Rule G, Section 13, C).

I do hereby certify that the above represents, to the best of my knowledge and belief, a true and accurate accounting of the cover sheets received, and a true and accurate accounting of the number of offense or quasi-offense processing fees obtained by the Court, during the calendar month specified.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print or type)                      Email address

\_\_\_\_\_  
Title    Telephone number